



# BLUE BOND AND FINANCE PERMANENCE UNIT OFFICE OF THE PRIME MINISTER



## Terms of Reference Procurement Officer

### 1. Background

In November 2021, The Nature Conservancy (TNC) and the Government of Belize (GOB) finalized the single largest debt conversion agreement through the Blue Loan Agreement (BLA) and the Conservation Funding Agreement (CFA). These agreements referred to as the Belize Blue Bond has enabled the country to reduce its debt burden and increase its long-term investment in Ocean conservation for 20 years and beyond with a commitment to protect up to 30% of Belize's ocean, in addition to other conservation commitments, beneficial to the country's economy and people.

As an indication of the Government's highest commitment the Prime Minister has established the Blue Bond and Finance Permanence Unit (BBFP) within the Office of the Prime Minister with the principal objective to ensure that the Government of Belize (GoB) meets all commitments outlined in the Blue Loan Agreement (BLA) and Conservation Funding Agreement (CFA) in collaboration with the Belize Blue Investment Company (BIC) and The Nature Conservancy (TNC).

The BBFP is headed by the CEO in the Office of the Prime Minister and led by a Director. The CEO shall be authorized in accordance with applicable procedures the employment or engagement of appropriate personnel to provide requisite support for the fulfilment of obligations under the BLA and the CFA and the successful design of Finance Permanence for Belize.

### 2. Project Description

In 2022 as stipulated by the BLA and CFA, a Conservation Fund was established known as the "Belize Fund for a Sustainable Future". The Belize Fund for a Sustainable Future (Belize Fund) has two (2) funding mechanisms: (i) Government Strategic Allocation (GSA), and (ii) the Grant Awards Program (GAP). The GSA is earmarked for the Government and its agencies to support the achievement of the milestones and conservation commitments included in the CFA. The GSA is to be coordinated by a single government entity the Blue Bond and Finance Permanence Unit for the development of the Government's proposal to the Belize Fund.

The GSA proposal aims to ensure the successful and timely delivery of the timebound Milestones and other conservation commitments for the Government of Belize with a focus on establishing the enabling environment for the development of a Marine Spatial Plan through strengthened governance, improved management, and enhanced monitoring of Belize's coastal and marine resources. The proposed projects within this GSA submission will be executed over the 2023-2025 period with a total budget of \$11,692,815.20 BZD.

### 3. OBJECTIVE AND SCOPE OF WORK

The objective of the position is to lead the execution of the procurement activities of the GSA Project in accordance with the provisions of the Project and the Belize Fund procurement rules and procedures and the MoF procurement guidelines, when applicable. In particular, the Procurement Officer is responsible for the overall and day-to-day activities for the procurement of goods, services and works of the Project in accordance with the Procurement Guidelines set forth as Annex C of the project provided, they do not contravene the procurement guidelines of the Ministry of Finance.



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### 4. RESPONSIBILITIES/ACTIVITIES

4.1 The main responsibilities of the Procurement Officer include, among others:

- (a) Review all documentation relating to the Project; and, be informed of the Procurement Plan (PP), the Project Document, the Annual Operational Plan (AOP), the Multiyear Approved Workplan, and the Disbursement Projection as stipulated within the Signed Grant Agreement.
- (b) Prepare and update the Annual Procurement Plans.
- (c) Participate in the preparation of the AOP.
- (d) Prepare necessary bidding documents, prepare Terms of References (TORs), and develop specifications in collaboration with Technical Staff, organize and execute all bid openings and evaluation processes, prepare evaluation reports and corresponding draft contracts.
- (e) In coordination with the Project Manager and Financial Officer, prepare the TORs and bidding documents for the annual audits.
- (f) Ensure contracting of consultants, suppliers and contractors is in accordance with procurement policies and GoB policies, laws, and regulations.
- (g) Ensure that prospective contractors, suppliers, and consultants are duly constituted and are ongoing concerns.
- (h) Issue contracts for signature by relevant parties.
- (i) Manage the validity of contracts during their execution.
- (j) Assist the Project Manager in the submission of monthly activities reports and prepare the quarterly procurement reports.
- (k) Maintain an up-to-date registry of consultants hired and goods and services purchased under the Project.
- (l) Monitor executed contracts through contract completion, liaising with technical personnel assigned by the executing partner, Project Manager, and the Finance Officer of the BBFP to ensure payments/disbursements are made according to contract.
- (m) Maintain appropriate files of procurement functions and provide information as needed by the Executing Partners and the Ministry of Finance.
- (n) Execute other tasks as required to enable transparent, efficient, and timely implementation of procurement activities and program deliverables.
- (o) Liaise with GoB officials on procurement matters aimed at ensuring an effective discharge of the Project's procurement/contracting activities.
- (p) Publish procurement notices in the newspaper, and the National Procurement Portal.
- (q) Prepare requisitions on a timely basis.
- (r) Ensures organization of logistical services focusing on the organization of travel, including purchase of tickets, arrangement of shipments, vehicle maintenance, hotel, and



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conference facilities.

- (s) Provide the necessary training to executing agencies

### 5. REPORTS/DELIVERABLES

The Procurement Officer will be responsible for preparing/updating the following reports which are considered recurrent deliverables or responsibilities:

- (a) Annual Procurement Plans.
- (b) Annual Inventory Report
- (c) Quarterly procurement reports.
- (d) Procurement documents (bids, TORs, requests for proposals, invitations, Procurement Approval Form, etc.)
- (e) Minutes of procurement meetings.
- (f) Other.

### 6. QUALIFICATION AND EXPERIENCE

a. Education:

- A Bachelor of Science Degree in Procurement, Management, Accounting, Finance, Business Administration, Auditing, Law, Public Administration or other related field.
- A specialized certification in procurement and supply chain management or contract management is considered a plus.

b. Specific Experience:

- At least five (5) years of relevant experience in procurement administration in the private or public sector, as part of overall project management.
- One (1) year experience working with international or national development agencies.

#### 6.1 Skills, Knowledge, and Abilities:

- (a) Excellent computer skills using Microsoft Office,
- (b) Experience with the Government of Belize Procurement processes will be of significant benefit.
- (c) Knowledge of procurement policies and procedures of the IDB, UNDP or similar organizations would be considered an asset.
- (d) Task orientated and able to prioritize projects, multitask and meet tight deadlines.
- (e) Fluent in written and spoken English with the ability to express data in a concise and clear manner.
- (f) Team player and possess strong self-motivation and initiative.
- (g) Sound decision making skills and objectivity with the proven ability to act with confidentiality and discretion.
- (h) Professional, honest and display strong business ethics and integrity;



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### 7. REPORTING REQUIREMENTS

- 7.1 The Procurement Officer reports to the Director of the BBFP. He/she shall work in close coordination with the Project Manager and project leads of the different executing partners, MOF and staff of the Blue Bond and Finance Permanence Unit.

### 8. COMPENSATION

- 8.1 The Procurement Officer will be paid a monthly salary to be established during the contracting process.

### 9. PAYMENT ARRANGEMENTS

The salary of the contract commensurate with experience and qualifications.

### 10. ESTIMATED STARTING DATE AND DURATION

Start date will be effective at contract signature. A contract will be renewed biannually based on an assessment of performance and requires full-time commitment.

### 11. PRESENTATION OF CURRICULUM VITAE

Those interested in filling the vacancy for the position of Procurement Officer should send a statement of capability and CV along with three references to email: [PM.bbfunit@opm.gov.bz](mailto:PM.bbfunit@opm.gov.bz) or hand delivered to the following address **no later than 4:00 p.m. by 26<sup>th</sup> July 2024**

**3<sup>rd</sup> Floor, Eleanor Hall Building  
Lake Independence Boulevard  
Belize City**

Applications will be reviewed by a Selection Committee. Those shortlisted will be invited to an interview with the Committee. The evaluation will be made considering the selection criteria and respective capabilities. Due diligence will be done to validate the information included in the CV or the information provided during the interviews.